

ENTERPRISE FUNDS

This section contains the adopted budgets for three of the City's Enterprise Funds. Two other enterprise funds for electric and water are in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

The funds in this section include:

Water Reclamation & Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection & Disposal Fund	Fund 498

Water Reclamation & Sewer Fund

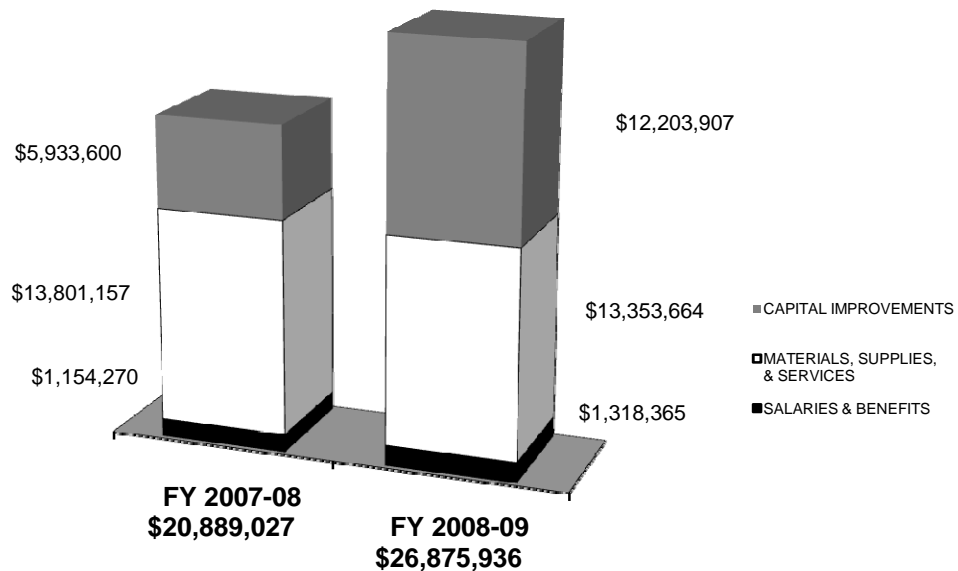
Fund 494

The City's Water Reclamation Plant and Sewer System are run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	11.000	11.000	12.000	1.000
Salaries & Benefits	\$ 1,025,424	\$ 1,154,270	\$ 1,318,365	\$ 164,095
Materials, Supplies, Services	13,534,000	13,801,157	13,353,664	(447,494)
Capital Improvements	1,646,937	5,933,600	12,203,907	6,270,307
TOTAL	\$ 16,206,361	\$ 20,889,027	\$ 26,875,936	\$ 5,986,909

WATER RECLAMATION & SEWER FUND 494 SUMMARY



Water Reclamation & Sewer Fund

Operations Section

The Water Reclamation and Sewer Fund Operations Program is comprised of three sections: Engineering & Design, Industrial Waste Permitting & Inspection, and Plant Operations & Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by outside professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, state and federal regulating agencies.

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	4.000	4.000	4.000	
Salaries & Benefits	\$ 473,064	\$ 522,752	\$ 554,994	\$ 32,242
Materials, Supplies, Services	12,899,344	13,376,759	12,966,670	(410,090)
Capital Improvements	1,645,361	5,683,600	12,063,907	6,380,307
TOTAL	<u>\$ 15,017,769</u>	<u>\$ 19,583,111</u>	<u>\$ 25,585,571</u>	<u>\$ 6,002,460</u>

Water Reclamation & Sewer Fund

Engineering & Design Section

494PW23A

The Engineering & Design section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

OBJECTIVES

- Administer operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and L.A. for treatment and disposal of wastewater and waste sludge to the L.A. Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

BUDGET HIGHLIGHTS

This section provides for professional services to meet U.S. EPA or Water Quality Control Board regulations relating to water quality discharge requirements.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

Direct charges reimburse the General Fund's Salary and Benefit costs of the Water Reclamation & Sewer Fund's portion of the City Engineer position, portions of an Administrative Analyst I in Public Works, an Administrative Analyst I in Management Services, and 80% of one Information Systems Analyst III position.

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	1.900	1.900	1.900	
Salaries & Benefits	\$ 215,730	\$ 230,609	\$ 245,816	\$ 15,207
Materials, Supplies, Services	1,799,333	4,296,250	3,852,268	(443,982)
TOTAL	<u>\$ 2,015,063</u>	<u>\$ 4,526,859</u>	<u>\$ 4,098,084</u>	<u>\$ (428,775)</u>

Water Reclamation & Sewer Fund

Industrial Waste Permitting & Inspection Section

494PW23B

The Industrial Waste Permitting & Inspection section provides industrial/commercial waste management to fully comply with federal, state, and local regulations.

OBJECTIVES

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies in regard to industrial/ commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Administer and enforce the City's Stormwater Management Plan.

BUDGET HIGHLIGHTS

The Private Contractual Services account provides for the contract operation of the Industrial Pretreatment Program, outside laboratory services and funding for the Stormwater Management Plan to comply with the National Pollution Discharge Elimination System (NPDES) permit. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information on services provided.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	1.250	1.250	1.250	
Salaries & Benefits	\$ 143,329	\$ 166,703	\$ 175,788	\$ 9,085
Materials, Supplies, Services	1,509,652	1,548,136	1,570,741	22,605
TOTAL	<u>\$ 1,652,981</u>	<u>\$ 1,714,839</u>	<u>\$ 1,746,529</u>	<u>\$ 31,690</u>

Water Reclamation & Sewer Fund

Plant Operations & Maintenance Section

494PW23C

The Plant Operations and Maintenance section provides the treatment and disposal of residential, commercial, and industrial wastewater generated in the City, and protects the receiving water quality.

OBJECTIVES

- Treat approximately 9 million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately 3 million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design, and execute capital improvement projects needed to meet the NPDES permit requirements, etc.

BUDGET HIGHLIGHTS

The Governmental Services account funds the City's share for sewage treatment and disposal to the City of Los Angeles Wastewater Treatment System per a contract agreement. The appropriation is based on City of Los Angeles projections.

The BWP Billing Service account pays for the cost of billing service charges. BWP bills and collects revenues from all sewer customers for the Public Works Department.

This section reimburses the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
Salaries & Benefits	\$ 114,005	\$ 125,440	\$ 133,390	\$ 7,950
Materials, Supplies, Services	9,590,359	7,532,373	7,543,661	11,288
Capital Improvements	1,645,361	5,683,600	12,063,907	6,380,307
TOTAL	\$ 11,349,725	\$ 13,341,413	\$ 19,740,958	\$ 6,399,545

Water Reclamation & Sewer Fund

Sewer Maintenance Section

494PW23D

The Sewer Maintenance section video inspects and cleans the City's sewer system.

OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pumphouse twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

BUDGET HIGHLIGHTS

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	7.000	7.000	8.000	1.000
Salaries & Benefits	\$ 552,360	\$ 631,518	\$ 763,371	\$ 131,853
Materials, Supplies, Services	634,656	424,398	386,994	(37,404)
Capital Improvements	1,576	250,000	140,000	(110,000)
TOTAL	\$ 1,188,592	\$ 1,305,916	\$ 1,290,365	\$ (15,551)

Water Reclamation & Sewer Fund

Operations Program - Engineering & Design Section

494PW23A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		1.900	1.900	1.900	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 164,703	\$ 172,110	\$ 180,183	\$ 8,073
60006	Overtime	412	3,191	3,191	
60012	Fringe Benefits	50,615	55,308	62,442	7,134
		215,730	230,609	245,816	15,207
MATERIALS, SUPPLIES, SERVICES					
62035	Planning & Administration	\$ 945			
62085	Other Professional Services	356,119	\$ 392,000	\$ 268,000	\$ (124,000)
62140	Special Services	5,425	3,000	3,000	
62220	Insurance	118,534	118,534	118,534	
62235	Services of Other Dept - Indirect	104,916	166,911	110,136	(56,775)
62240	Services of Other Dept - Direct	120,703	62,669	63,691	1,022
62300	Special Departmental Supplies	1,197	1,200	1,200	
62420	Books & Periodicals	81	200	200	
62485	F535 Comm Equip Rental	17,339	23,201	23,796	595
62496	F537 Computer Equip Rental	7,618	6,706	11,131	4,425
62710	Travel	8			
62755	Training	2,362	5,500	5,500	
62895	Miscellaneous	678	800	800	
63005	Depreciation - Infrastructure	1,063,408	3,515,529	3,246,280	(269,249)
		1,799,333	4,296,250	3,852,268	(443,982)
PROGRAM TOTAL		\$ 2,015,063	\$ 4,526,859	\$ 4,098,084	\$ (428,775)

Water Reclamation & Sewer Fund

Operations Program - Industrial Waste & Inspection Section

494PW23B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		1,250	1,250	1,250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 109,778	\$ 127,015	\$ 131,037	\$ 4,022
60006	Overtime	26			
60012	Fringe Benefits	33,525	39,688	44,751	5,063
		143,329	166,703	175,788	9,085
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 47,586	\$ 26,000	\$ 26,000	
62170	Private Contractual Services	1,342,405	1,429,536	1,429,536	
62235	Services of Other Dept - Indirect	51,744	41,110	50,065	8,955
62420	Books & Periodicals	290	1,000	1,000	
62435	General Equip Maint & Repair	42,733	27,200	40,850	13,650
62700	Memberships & Dues	21,720	22,515	22,515	
62755	Training	91	575	575	
62895	Miscellaneous	65	200	200	
63005	Depreciation	3,018			
		1,509,652	1,548,136	1,570,741	22,605
PROGRAM TOTAL		\$ 1,652,981	\$ 1,714,839	\$ 1,746,529	\$ 31,690

Water Reclamation & Sewer Fund

Operations Program - Plant Operations & Maintenance Section

494PW23C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		0.850	0.850	0.850	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 86,594	\$ 96,282	\$ 100,233	\$ 3,951
60006	Overtime	26			
60012	Fringe Benefits	27,385	29,158	33,157	3,999
		114,005	125,440	133,390	7,950
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 813,004	\$ 775,000	\$ 800,000	\$ 25,000
62085	Other Professional Services	97,690			
62135	Governmental Services	1,326,641	2,227,400	2,365,740	138,340
62170	Private Contractual Services	2,477,697	2,362,707	2,362,707	
62230	BWP Billing Service	738,117	864,122	679,728	(184,394)
62235	Services of Other Dept - Indirect	252,415	178,169	217,080	38,911
62316	Software & Hardware	3,993	12,000	12,000	
62380	Chemicals	173			
62415.1000	Uncollectible Receivables - Fee	607			
62420	Books & Periodicals	150	150	150	
62435	General Equip Maint & Repair	68,154	135,769	149,419	13,650
62470	F533 Office Equipment Rental	1,619	1,619		(1,619)
62735	Emissions & Permit Fees	71,445	90,000	90,000	
62755	Training	4,676	395	395	
62820	Bond Interest & Redemption	873,271	801,478	782,878	(18,601)
62825	Bond Issuance Costs	503,046	69,600	69,600	
62830	Bank Service Charges	4,814	13,814	13,814	
62895	Miscellaneous		150	150	
63005	Depreciation	2,352,847			
		9,590,359	7,532,373	7,543,661	11,288
CAPITAL IMPROVEMENTS					
15022.15734	Seismic Retrofit-Water Rec Plant			\$ 369,607	\$ 369,607
15042.13648	Plant Upgrade-Nitrogen Removal	522,313			
15042.13650	Sanitary Sewer Rep. & Upgrades		900,000	900,000	
15042.14933	BWRP Metal and Toxic Removal		1,000,000		(1,000,000)
15042.14293	Water Rec Plant Oper Impvts	71,644	243,000	187,000	(56,000)
15042.15722	Equalization Basin Project	1,020,062	2,000,000	10,000,000	8,000,000
15042.15725	HVAC Replacement at WRP	22,497			
15052.15210	Hyperion Capital Construction		1,540,600	607,300	
70011	Operating Equipment	8,845			
		1,645,361	5,683,600	12,063,907	6,380,307
PROGRAM TOTAL		\$ 11,349,725	\$13,341,413	\$19,740,958	\$ 6,399,545

Water Reclamation & Sewer Fund

Sewer Maintenance Program

494PW23D

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		7.000	7.000	8.000	1.000
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 338,589	\$ 383,820	\$ 470,813	\$ 86,993
60006	Overtime	26,181	32,261	32,261	
60012	Fringe Benefits	187,590	215,437	260,297	44,860
		552,360	631,518	763,371	131,853
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 33,875	\$ 34,000	\$ 34,000	
62085	Other Professional Services	173			
62170	Private Contractual Services	18,590	64,000	42,000	(22,000)
62170.17521	Overflow Response	306,415			
62235	Services of Other Dept - Indirect	162,895	185,782	136,762	(49,020)
62300	Special Departmental Supplies	10,490	22,000	22,000	
62380	Chemicals	824	10,625	10,625	
62435	General Equip Maint & Repair	1,527	41,238	41,238	
62475	F532 Vehicle Equipment Rental	88,561	53,726	86,474	32,748
62485	F535 Comm Equip Rental	3,140	4,912	5,681	769
62496	F537 Computer Equip Rental	1,444	2,415	2,514	99
62700	Memberships & Dues	166	1,400	1,400	
62755	Training	2,177	4,300	4,300	
63005	Depreciation - Machinery	4,379			
		634,656	424,398	386,994	(37,404)
CAPITAL IMPROVEMENTS					
15042.16716	Trash Excluders		\$ 150,000	\$ 120,000	\$ (30,000)
15042.17533	Pump Station Improvements		80,000		(80,000)
15122.13647	Sewer Manhole Adjustment	1,576	20,000	20,000	
		1,576	250,000	140,000	(110,000)
PROGRAM TOTAL		\$ 1,188,592	\$ 1,305,916	\$ 1,290,365	\$ (15,551)

WATER REC & SEWER - OPERATIONS
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
ASST PW DIR - WASTEWTR	1.000	1.000	1.000	
SR CIVIL ENGINEER	1.000	1.000	1.000	
SANT CIVIL ENGR ASSOC	1.000	1.000	1.000	
CIVIL ENGR ASSISTANT	1.000	1.000	1.000	
TOTAL FULL TIME	4.000	4.000	4.000	
		*	*	*
TOTAL STAFF YEARS	4.000 (4)	4.000 (4)	4.000 (4)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

WATER REC & SEWER - MAINTENANCE
AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
PUBLIC WORKS SUPV	1.000	1.000	1.000	
COLLECTION SYS LDWORKER	1.000	1.000	1.000	
COLLECTION SYS JOURNEYMN	2.000	2.000	3.000	1.000
SKILLED WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	7.000	7.000	8.000	1.000
		*	*	*
TOTAL STAFF YEARS	7.000 (6)	7.000 (7)	8.000 (8)	1.000

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

Golf Fund

Fund 495

DESCRIPTION

The City of Burbank, under the supervision of the Park, Recreation and Community Services Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course; a 9 hole course; 3 par course; a driving range; and, a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by golf fees.

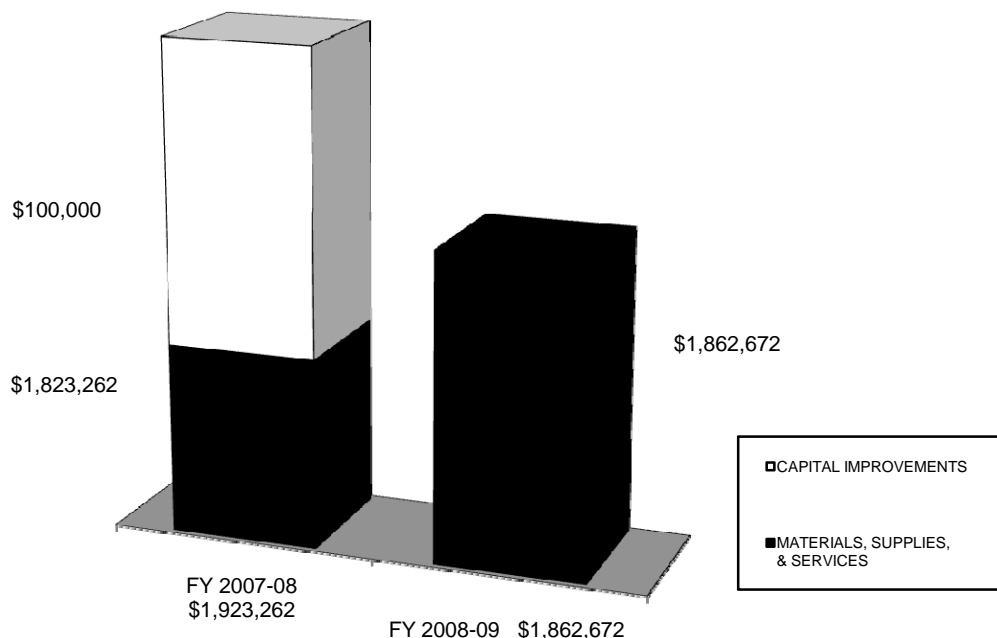
OBJECTIVES

- Provide the community with an aesthetic, challenging, and well maintained public golf complex.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board, continue to evaluate the existing fee structure for the DeBell Golf Course.
- Complete the constuction of the new clubhouse facility.

FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 1,885,249	\$ 1,823,262	\$ 1,862,672	\$ 39,410
Capital Improvements	947,699	100,000		(100,000)
TOTAL	\$ 2,832,948	\$ 1,923,262	\$ 1,862,672	\$ (60,590)

GOLF FUND 495 SUMMARY



Golf Fund

495PR27A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 325,585	\$ 286,559	\$ 286,559	
62085	Other Professional Services	582,915	554,048	554,048	
62170	Private Contractual Services	323,338	328,828	328,828	
62215	Insurance Supplement	19,207	16,740	16,740	
62220	Insurance	17,614	17,614	17,614	
62235	Services of Other Dept-Indirect	448,870	436,888	473,379	36,491
62240	Services of Other Dept - Direct	17,633	18,985	19,616	631
62300	Special Departmental Supplies	6,153	6,901	6,901	
62310	Office Supplies		5,187	5,187	
62440	Office Equip Maint & Repairs	300	2,000	2,000	
62450	Build Grounds Maint & Repairs	24,067	27,000	27,000	
62470	F533 Office Equipment Rental	563	563	563	
62515	General Information		800	800	
62525	Photography		100	100	
62895	Miscellaneous	3,757	10,100	10,100	
63005	Depreciation	115,247	110,949	113,237	
		1,885,249	1,823,262	1,862,672	39,410
CAPITAL IMPROVEMENTS					
15011	Irrigation Automation				
15012.13634	Land Improvements - Par 3	166,442	25,000		(25,000)
15012.1785	Renovations to Tee Boxes		75,000		75,000
15022.1364	DeBell Clubhouse	770,243			
15032.1769	DeBell Temp Cart Charging	7,039			75,000
15032.1776	Repair DeBell Dec	3,975			
		947,699	100,000		(100,000)
TOTAL		\$ 2,832,948	\$ 1,923,262	\$ 1,862,672	\$ (60,590)

Refuse Collection & Disposal Fund

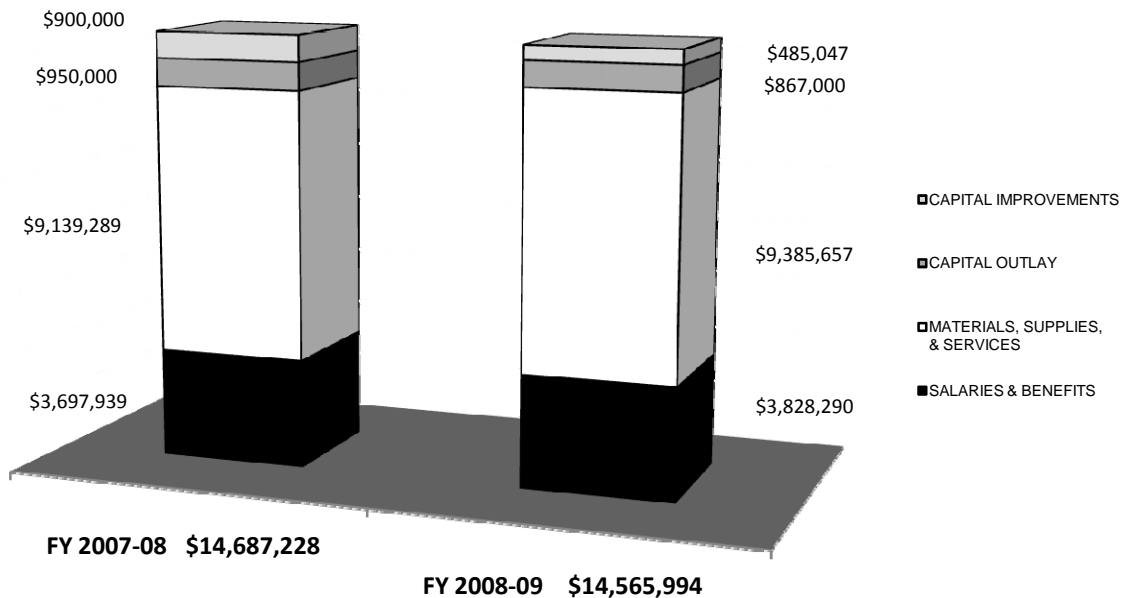
Fund 498

The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal, and Recycling. Refuse collection, disposal, and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

FUND SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	44.743	45.743	45.743	
Salaries & Benefits	\$ 3,592,922	\$ 3,697,939	\$ 3,828,290	\$ 130,351
Materials, Supplies, Services	8,856,448	9,139,289	9,385,657	246,368
Capital Outlay		950,000	867,000	(83,000)
Capital Improvements	705,782	900,000	485,047	(414,953)
TOTAL	\$ 13,155,152	\$ 14,687,228	\$ 14,565,994	\$ (121,235)

REFUSE COLLECTION & DISPOSAL FUND 498 SUMMARY



Refuse Collection & Disposal Fund

Refuse Collection Section

498PW31A

The Refuse Collection section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City, and 10% of all commercial/industrial customers in the City. Collection and disposal revenues are generated from fees charged to all residents and commercial users. The Refuse Division assists with the implementation of the City's Source Reduction and Recycling Plan (AB 939).

OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables, and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste, and recycling collection.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, temporary labor to cover staff shortages, special projects, and public information signs on the sides of the refuse trucks.

The BWP Billing Service account reimburses Burbank Water and Power for billing and collecting revenues from all refuse customers for the Public Works Department.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	35.743	36.743	36.743	
Salaries & Benefits	\$ 2,754,495	\$ 2,840,708	\$ 2,936,509	\$ 95,801
Materials, Supplies, Services	5,038,926	5,307,996	5,567,053	259,057
Capital Outlay			42,000	42,000
Capital Improvements	47,662		300,000	300,000
TOTAL	\$ 7,841,083	\$ 8,148,704	\$ 8,845,562	\$ 696,858

Refuse Collection & Disposal Fund

Refuse Disposal Program

498PW31B

The Refuse Disposal section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Install composite liner on side slopes of active area of Landfill No. 3, per Federal Subtitle D requirements.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, engineering design and landfill permitting; landfill gas collection system operation, monitoring, and maintenance; groundwater and surface water quality monitoring; landscape and irrigation system maintenance and landscape architectural services; and specialty technician services for groundwater well pump maintenance; methane migration monitoring and alarm system; and an automated truck weighing system. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 488,376	\$ 489,029	\$ 509,464	\$ 20,435
Materials, Supplies, Services	2,706,821	2,566,317	2,493,953	(72,365)
Capital Outlay		950,000	825,000	(125,000)
Capital Improvements	658,120	900,000	37,547	(862,453)
TOTAL	\$ 3,853,317	\$ 4,905,346	\$ 3,865,964	\$ (1,039,383)

Refuse Collection & Disposal Fund

Recycling Section

498PW31C

The Recycling section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues; operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, the private waste collector fee audit per Ordinance No. 3310; office and building equipment maintenance contractors; waste oil, oil filters and anti-freeze removal from the Recycle Center; professional and artistic services; and public awareness campaigns to promote recycling, source reduction workshops, and special education events.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

SECTION SUMMARY

	EXPENDITURES 2006-07	BUDGET 2007-08	BUDGET 2008-09	CHANGE FROM PRIOR YEAR
Staff Years	4.000	4.000	4.000	
Salaries & Benefits	\$ 350,051	\$ 368,202	\$ 382,317	\$ 14,115
Materials, Supplies, Services	1,110,701	1,264,976	1,324,651	59,675
Capital Improvements			147,500	147,500
TOTAL	\$ 1,460,752	\$ 1,633,178	\$ 1,854,468	\$ 221,290

Refuse Collection & Disposal

Refuse Collection

498PW31A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		35.743	36.743	36.743	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,803,352	\$ 1,825,342	\$ 1,884,465	\$ 59,123
60006	Overtime	26,550	39,167	39,167	
60012	Fringe Benefits	924,593	976,199	1,012,877	36,678
		2,754,495	2,840,708	2,936,509	95,801
MATERIALS, SUPPLIES, SERVICES					
62135	Governmental Services		\$ 2,327	\$ 2,327	
62140	Special Services	150	14,000	14,000	
62170	Private Contractual Services	271,351	276,511	276,511	
62220	Insurance	47,414	47,414	47,414	
62230	BWP Billing Service	711,761	797,987	769,471	(28,516)
62235	Services of Other Dept - Indirect	744,442	674,504	703,318	28,814
62240	Services of Other Dept - Direct	799,657	793,871	957,234	163,363
62300	Special Departmental Supplies	133,491	131,621	131,621	
62310	Office Supplies	2,358	3,000	3,000	
62405	Uniform & Tool Allowance	10,479	16,000	16,000	
62415	Uncollectible Receivables - Fee	607			
62435	General Equip Maint & Repair		1,530	1,530	
62440	Office Equip Maint & Repair		300	300	
62470	F533 Office Equipment Rental	597	597	597	
62475	F532 Vehicle Equipment Rental	1,262,127	1,272,958	1,451,142	178,184
62485	F535 Comm Equip Rental	111,699	115,337	103,784	(11,553)
62496	F537 Computer Equip Rental	10,598	6,654	6,105	(549)
62700	Memberships & Dues	131	756	756	
62755	Training	587	5,159	5,159	
62895	Miscellaneous Expenses	34			
63005	Depreciation	931,443	1,147,470	1,076,784	
		5,038,926	5,307,996	5,567,053	259,057
CAPITAL OUTLAY					
15101	Vehicles - Clearing	\$ -		\$ 42,000	\$ 42,000
		-		42,000	42,000
CAPITAL IMPROVEMENTS					
15022.15718	CNG Time Fill Station	\$ 47,662			
15042.18409	Refuse Truck Arm Assy			300,000	300,000
		47,662		300,000	300,000
PROGRAM TOTAL		\$ 7,841,083	\$ 8,148,704	\$ 8,845,562	\$ 696,858

Refuse Collection & Disposal

Refuse Disposal

498PW31B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 317,590	\$ 316,762	\$ 328,838	\$ 12,076
60006	Overtime	19,769	19,977	19,977	
60012	Fringe Benefits	151,017	152,290	160,649	8,359
		488,376	489,029	509,464	20,435
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 86,918	\$ 79,000	\$ 85,000	\$ 6,000
62135	Governmental Services	78,990	130,000	125,000	(5,000)
62140	Special Services	1,700	3,000	3,000	
62170	Private Contractual Services	586,978	780,000	700,000	(80,000)
62225	Custodial Services	231			
62235	Services of Other Dept - Indirect	163,108	108,270	99,409	(8,861)
62300	Special Departmental Supplies	11,219	16,995	15,000	(1,995)
62310	Office Supplies	23			
62405	Uniform & Tool Allowance	1,780	2,000	2,000	
62430	Auto Equip Maint & Repair	50			
62475	F532 Vehicle Equipment Rental	421,694	425,821	485,007	59,186
62485	F535 Comm Equip Rental	67	145	34	(111)
62496	F537 Computer Equip Rental	2,452	1,109	1,140	31
62700	Memberships & Dues		800	800	
62710	Travel	1,224	1,932	2,000	68
62755	Training	848	3,000	3,000	
62820	Bond Interest & Redemption	567,505	537,397	499,043	(38,355)
62825	Bond Issuance Costs	44,920	44,920	44,920	
62830	Bank Service Charges	8,100	3,600	3,600	
62895	Miscellaneous		50		(50)
62920	Trust Fund Set Aside	610,385	428,278	425,000	(3,278)
63005	Depreciation	118,629			
		2,706,821	2,566,317	2,493,953	(72,365)
CAPITAL OUTLAY					
15101	Vehicles - Clearing		\$ 950,000	\$ 825,000	\$ (125,000)
			950,000	825,000	(125,000)
CAPITAL IMPROVEMENTS					
15012.13645	Landfill Partial Closure	\$ 379,558			
15012.14973	Landfill Liner Construction		900,000		(900,000)
15012.15778	Landfill Drainage Improvements	278,562			
15032.16781	Seismic Retrofit Refuse Locker			37,547	37,547
15041	Landfill Drainage Improvements				
		658,120	900,000	37,547	(862,453)
PROGRAM TOTAL		\$ 3,853,317	\$ 3,955,346	\$3,865,964	\$ (89,383)

Refuse Collection & Disposal

Recycling

498PW31C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2006-07	FY 2007-08	FY 2008-09	PRIOR YEAR
STAFF YEARS		4.000	4.000	4.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 247,262	\$ 258,827	\$ 263,775	\$ 4,948
60006	Overtime	1,521	4,000	4,000	
60012	Fringe Benefits	101,268	105,375	114,542	9,167
		350,051	368,202	382,317	14,115
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 650	\$ 500		\$ (500)
62135	Governmental Services	1,288			
62170	Private Contractual Services	796,746	912,850	970,000	57,150
62170.14977	Document Bev Container				
62170.15005	City/County Funding				
62170.15895	Oil Block Grant 11th Cycle	26,166			
62170.17203	Fld Services- City/County Grant	1,400			
62170.17391	Used Oil Recycling Grant	6,954			
62170.17534	Oil Block Grant 13th Cycle		27,000		(27,000)
62170.18406	Oil Block Grant 14th Cycle			27,000	
62170.16005	Dept. Conserv., City/Co. Grant	13,521			
62170.17535	Dept. Conserv., City/Co. Grant		29,000		(29,000)
62170.18407	Dept. Conserv., City/Co. Grant			28,000	
62170.18408	Pop Up Repairs			20,000	
62235	Services of Other Dept - Indirect	188,250	188,121	156,746	(31,375)
62300	Special Departmental Supplies	29,492	55,800	55,800	
62310	Office Supplies	15,540	26,300	26,300	
62405	Uniform & Tool Allowance	703	275	500	225
62420	Books & Periodicals	140	510	600	90
62440	Office Equip Maint & Repair		350	350	
62475	F532 Vehicle Equipment Rental	3,576	3,266	3,880	614
62485	F535 Comm Equip Rental			10,946	10,946
62496	F537 Computer Equip Rental	6,938	5,244	5,369	125
62700	Memberships & Dues	2,778	3,500	6,500	3,000
62710	Travel	710	2,160	2,160	
62755	Training	655	1,600	2,000	400
62895	Miscellaneous	975	8,500	8,500	
63005	Depreciation	14,219			
		1,110,701	1,264,976	1,324,651	59,675
CAPITAL IMPROVEMENTS					
15022.18425	Recycle Cntr Admin Bldg HVAC			\$ 30,000	\$ 30,000
15022.18426	Recycle Cntr Improvements			50,000	50,000
15022.16683	Recycle Cntr Lunch Cntr Impr			7,500	7,500
15022.16684	Recycle Cntr Roof & Skylight			10,000	10,000
15022.16679	Recycle Cntr WH Ventilation			50,000	50,000
				147,500	147,500
PROGRAM TOTAL		\$ 1,460,752	\$ 1,633,178	\$ 1,854,468	\$ 221,290

REFUSE COLLECTION & DISPOSAL

AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2006-07	STAFF YEARS 2007-08	STAFF YEARS 2008-09	CHANGE FROM PRIOR YEAR
RECYCLING COORDINATR	1.000	1.000	1.000	
LANDFILL SUPERVISOR	1.000	1.000	1.000	
SR SANITATION SUPV	1.000	1.000	1.000	
SANITATION SUPV	1.000	1.000	1.000	
SANITATION LEADWORKER	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
LANDFILL LEADWORKER	1.000	1.000	1.000	
HEAVY EQUIPMENT OPR	2.000	2.000	2.000	
REFUSE UTILITY WKR	2.000	2.000	2.000	
SANITATION WORKER	24.000	24.000	24.000	
SR CLERK	2.000	2.000	2.000	
SR SECRETARY	1.000	1.000	1.000	
INTERMEDIATE CLERK	2.000	2.000	2.000	
UTILITY WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	43.000	43.000	43.000	
Part Time	*	*	*	
SANITATION WORKER	1.743 (7)	1.743 (7)	1.743 (7)	
WORK TRAINEE I	0.500 (1)	0.500 (1)	0.500 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
TOTAL PART TIME	2.743 (9)	2.743 (9)	2.743 (9)	
	*	*	*	
TOTAL STAFF YEARS	45.743 (52)	45.743 (52)	45.743 (52)	

* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

NOTE: Skilled Worker position is a full-time position split equally between Funds 498 and 532.